



2007 Emergency Management Capability Assessment Instruction Sheet

SCORE	FUNDING
60	60%
50-59.75	50%
40-49.75	40%
30-39.75	30%

Definitions:

Planning

- **County Response Plans:**
 - *100% - There is a completed county response plan on file*
 - *75% - A county response plan is almost complete*
 - *50% - The basic framework of the county response plan has been created*
 - *25% - The county response plan has been started*
 - *0% - No work has been done on a county response plan*
- **Continuity of Operations and Continuity of Government Plans (COOP/COG):**
 - *100% - There are completed COOP and COG plans on file*
 - *75% - A COG plan is complete and COOP plans are being developed*
 - *50% - Work is progressing on partially completed COOP and COG plans*
 - *25% - The basic frameworks of the COOP and COG plans have been created*
 - *0% - No work has been done on COOP or COG plans*
- **County Hazard Mitigation Plan:**
 - *100% - There is a completed Hazard Mitigation Plan on file*
 - *75% - A Hazard Mitigation Plan is almost complete*
 - *50% - The basic framework of a Hazard Mitigation Plan has been created*
 - *25% - A Hazard Mitigation Plan has been started.*
 - *0% - No work has been done on a Hazard Mitigation Plan*
- **County Evacuation Plan:**
 - *100% - There is a completed Evacuation Plan on file*
 - *75% - An Evacuation Plan is almost complete*
 - *50% - The basic framework of an Evacuation Plan has been created*
 - *25% - An Evacuation Plan has been started.*
 - *0% - No work has been done on an Evacuation Plan*

- **CBRNE Detection and Decontamination Assessments:**
 - *100% - CBRNE detection and decontamination have been completed and county has resulting resource inventory and needs identified and on file*
 - *75% - One of the assessments has been completed*
 - *50% - At least one of the assessments is being conducted*
 - *25% - Planning for the assessments is underway*
 - *0% - No work has been done for the assessments*
- **County Communications Plan:**
 - *100% - There is a completed Communications Plan is on file and all partners have a copy*
 - *75% - A Communications Plan is almost complete*
 - *50% - The basic framework for a communications plan has been created*
 - *25% - A Communications Plan has been started*
 - *0% - No work has been done on a Communications Plan*

Response

- **SAFE-T Compliant Radios:**
 - *100% - All major departments have at least one operational SAFE-T compliant radio*
 - *50% - Some of the major departments have at least one operational SAFE-T compliant radio*
 - *0% - There are no SAFE-T compliant radios*
- **District Response Task Force (DRTF):**
 - *100% - Participated in at least 80% of the DRTF meetings and activities*
 - *50% - Participated in between 25% and 79% of the DRTF meetings and activities*
 - *0% - Participated in less than 25% of DRTF meetings and activities*
- **Mobile Command Center:**
 - *100% - Is a signatory to the use of the district's Mobile Command Center*
 - *0% - Is not a signatory to the use of the district's Mobile Command Center*
- **Mutual Aid Agreements:**
 - *100% - Has signed mutual aid agreements with 75% or more of the appropriate counties*
 - *50% - Has signed mutual aid agreements with at least 25% of the appropriate counties*
 - *0% - Has signed mutual aid agreements with less than 25% of the appropriate counties*

- **Communications tests:**

- *100% - Participated in at least 90% of the weekly IDHS communications tests*
- *50% - Participated in at least 50% of the weekly IDHS communications tests*
- *0% - Participated in less than 50% of the weekly IDHS communications tests*

Training/Exercise

- **Exercises:**

- *100% - At least one exercise was planned, developed, designed, executed, and evaluated*
- *75% - Participants identified and scenario developed, but exercise not yet executed*
- *50% - Scenario was developed*
- *25% - An exercise was discussed or in initial planning*
- *0% - No exercises were planned or performed*

- **NIMS Training:**

- *100% - All first responders and agencies who may be required to assist in a disaster have had NIMS training*
- *75% - All EMA staff and some but not all other agencies have received NIMS training*
- *50% - Training has been initiated for all identified first responders*
- *25% - All first responders and agencies have been identified who need NIMS training*
- *0% - No NIMS training has taken place*

- **Multi-year training and exercise schedule:**

- *100% - An up-to-date Multi-year training and exercise schedule is on file*
- *75% - A multi-year training and exercise schedule is almost complete*
- *50% - Basic framework of a multi-year training and exercise schedule has been completed*
- *25% - A multi-year training and exercise schedule has been started*
- *0% - No multi-year training and exercise schedule has been started*

- **PEM Certification:**

- *100% - EMA director and non-clerical staff have completed their PEM Basic certification within two years of appointment*
- *75% - EMA director has completed PEM Basic certification and non-clerical staff are in progress*
- *50% - EMA director has completed PEM Basic certification but no other staff has started*
- *25% - The required PEM Basic certification courses have been started*
- *0% - The EMA director and staff have not started progress toward PEM Basic certification*

- **Comprehensive training program:**
 - *100% - There is a Comprehensive Training Program on file*
 - *75% - Training needs and methods have been identified but a Comprehensive Training Program is not complete*
 - *50% - Training needs and some training methods have been identified*
 - *25% - Training needs have been identified*
 - *0% - There has been no Comprehensive Training Program development*
- **County level training needs assessment:**
 - *100% - A training needs assessment has been conducted this year*
 - *75% - Needs have been assessed but data collected has not been evaluated*
 - *50% - Collection of needs data has started*
 - *25% - A Training Needs Assessment framework has been developed*
 - *0% - No Training Needs Assessment has been conducted*
- **County multi-disciplinary exercise committee:**
 - *100% - There is a Multi-Disciplinary Exercise Committee that has been utilized in the current year*
 - *75% - There is a Multi-Disciplinary Exercise Committee that has not yet met, but key guidelines for the committee have been established*
 - *50% - Requests for participation on committee have been sent and key guidelines for the committee are in the process of being established*
 - *25% - Disciplines to be used on the committee have been identified*
 - *0% - There is no Multi-Disciplinary Exercise Committee*

Continuous

- **EMA Standard Operating Procedures (SOPs):**
 - *100% - Standard Operating Procedures are current and on file*
 - *0% - Standard Operating Procedures are not current and on file*
- **Grant deadlines:**
 - *100% - No grant deadlines were missed*
 - *0% - One or more grant deadlines were not met*
- **Grant management utilization:**
 - *100% - The grant management system was utilized as directed for all appropriate grants*
 - *0% - The grant management system was not utilized as directed*
- **Comprehensive Emergency Management Plan (CEMP) Review and Revision:**
 - *100% - CEMP was reviewed and revisions were made to the CEMP*
 - *0% - No review of the CEMP was conducted*

- **Emergency management advisory council:**
 - *100% - There is a copy of the current year's Emergency Management Advisory Council agenda and minutes on file*
 - *0% - There is no documentation of the current year's advisory council meeting(s).*
- **County EMA ordinances:**
 - *100% - There is a current copy of county EMA ordinances on file that have been signed by county commissioner(s)*
 - *0% - There are no current copies of the county EMA ordinances on file or they have not been signed by county commissioner(s)*
- **Public education and outreach:**
 - *100% - Pre- and/or post-disaster public outreach, such as speaking engagements, distributions, presentations or displays, have taken place*
 - *0% - No outreach has been conducted*
- **Radio licenses:**
 - *100% - Current radio licenses are updated and on file*
 - *0% - Radio licenses are not current*